

# United States Bankruptcy Court Southern District of Georgia

## Procedures For Payment of Filing Fees in CM/ECF (Internet Credit Card Processing) Effective December 1, 2005

---

### Overview

Internet Credit Card Processing was incorporated as a new enhancement to CM/ECF on December 1, 2003. Previously, most Courts required CM/ECF registered users to maintain a credit card account number on file with the Clerk's Office for payment of filing fees incurred during filing in CM/ECF. With this new enhancement, attorney filers now pay any incurred filing fees in CM/ECF with a credit card at the time of filing or by the close of business. The Courts no longer maintain files with the user's credit card account number.

Upon the successful completion of filing a document which requires the payment of a filing fee (i.e. filing a bankruptcy petition), the filer will immediately be offered the option to **Pay Now**, or **Continue Filing** and close their account at the end of the day

**Attorneys and their staff should be prepared to have credit card information on hand at the time of e-filing any pleading which requires a filing fee.** The system does not retain your account information. The Court accepts the following credit cards for payment: American Express, Discover, Diner's Club, VISA and MasterCard.

### Benefits to the Bar

- Receive a receipt number immediately upon charging your credit card
- Review your internet credit card transaction payment history at any time
- Review any outstanding payments due to the Court at any time
- Make online payments of unpaid balances at any time

### Payment by Credit Card Instructions

Upon completion of e-filing a pleading which requires a filing fee, a pop-up credit card payment window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. This screen will contain the new filing fee charge and any other outstanding CM/ECF filing fees. You must select one of the following options: **Pay Now** or **Continue Filing**.

#### Pay Now

If you choose to **Pay Now**, you will be electronically connected to the U.S. Treasury site, Pay.Gov. You will be prompted to "Enter Payment Information". The filer's name, first address line, and zip code will appear as shown in CM/ECF. Please note that changing any of these address fields on the Pay.Gov screen does

not affect your address as it appears CM/ECF\*. You must enter the following credit card information: 1.) Type of Card (i.e. Visa), 2.) Card Number, and 3.) Expiration Date. In the field titled "Security Code", you may enter the three numbers on the back of the credit card; however, this is not a required field. All fields marked with a red asterisk (\*) are required fields. Once all information has been entered, click on the [Continue] button. If you receive a message stating "Errors were found in your request", make the required changes/enter the required information directly on this page, then click on the [Continue] button.

The "Payment Summary and Authorization" screen will appear next. **You must authorize payment by checking the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement."** If you wish to have a confirmation e-mail sent to you, enter your e-mail address in the space provided on this screen (note: You may also print the transaction receipt for your records. The transaction receipt will appear at the conclusion of the transaction). Once you've checked the box (and entered your e-mail address if desired), click the "Make Payment" button ONLY ONCE. **Clicking this button more than once could result in multiple charges to your credit card\*\*!** If you receive a message that "Errors were found in your request", make the required changes/enter the required information directly on this page, then click on the [Make Payment] button, taking care to click the button only once.

If the credit card transaction is approved, a transaction receipt will appear with the transaction number to confirm payment. It is recommended that you print a copy of this for your records. Click the "Close Window" button to return to CM/ECF. If the payment is declined, contact the card-issuing bank to determine why the card was declined. If this issue can not be resolved, call the Court's main number (912) 650-4100 and ask to speak with a cashier/intake clerk to advise that you will be using an alternate method to pay filing fees due. (See the section titled "Alternate Forms of Payment" for instructions on how to request approval to pay by means other than credit card for electronically filed documents.)

### **Continue Filing**

Selecting **Continue Filing** allows you to continue filing in CM/ECF and accumulate any filing fees incurred during the day. This allows you the option to pay all filing fees at once upon completing filing for the day. If this option is chosen, you will be returned to CM/ECF to continue filing.

Upon the completion of each additional filing, you will receive the pop-up credit card payment window on the screen overlaying the CM/ECF Notice of Electronic Filing. This pop-up window will contain a summary of the current charges that remain outstanding. To close your account at any time, click the "Pay Now" option and proceed as instructed above.

**All accounts should be closed out (paid in full) on the same day as the fee was incurred by the close of business. If payment is not received on the day of filing, you will receive a courtesy call the following morning indicating that your fees are outstanding and must be paid. If you fail to pay outstanding fees as required, a Show Cause Hearing will be scheduled and filing privileges suspended until all outstanding fees are paid. (See Alternate Forms of Payment section below.)**

You may close out your account at any time by running the "Internet Payments Due" report. (See the section titled "Reports" for more information.)

*\* You can change your mailing address in CM/ECF in [Utilities] > [Maintain your ECF Account].*

*\*\* If you receive a message that reads "duplicate submission detected", please contact the Court for a refund. See the section titled "Refunds" for more information.*

## Deferred/Exempt/Waived Fees

Debtor's counsel, trustees, and other federal government filers may be exempt from certain filing fees. If you are deferring or waiving a filing fee or are exempt from paying a filing fee, click **Continue Filing** when the pop-up credit card payment window appears. The CM/ECF system will recognize that no filing fee is due and allow the filer to continue to the next screen.

## Reports

Two reports will be available from the [Utilities] menu in CM/ECF: Internet Payment History and Internet Payments Due.

The **Internet Payment History** report allows you to review your completed credit payments over any specified period of time. This report may be helpful to run for reconciliation purposes.

The **Internet Payments Due** report allows you to review all outstanding (pending) fees and to pay those fees immediately without e-filing another pleading. There are no selection screens or sort options offered. The report displays each pending fee and allows you to Pay Now or Continue Filing.

## Refunds

If you suspect a payment is incorrect, a duplicate payment has been made, and/or a refund is due, immediately contact the Court's financial administrator via e-mail at [Laura\\_Corzine@gas.uscourts.gov](mailto:Laura_Corzine@gas.uscourts.gov). Provide in your e-mail the case number, docket number, and the transaction number (receipt number) of the pleading in question.

## Alternate Forms of Payment

Alternate forms of payment may be accepted on a case-by-case basis in limited situations (such as filing fees due exceed credit card limit) if approved by the Clerk of Court. Written request to pay fees by cash, check or money order for electronically filed documents should be sent to the Clerk of Court at email address: [samuel\\_kay@gas.uscourts.gov](mailto:samuel_kay@gas.uscourts.gov).

The email request should state in the subject line "Request for Alternate Fee Payment" and include the following information:

- 1) Case number; date filed, type of document, e.g. motion, petition, or application.
- 2) Reason for request to pay with alternate form of payment
- 3) The alternate form of payment (cash, check or money order) the filer will submit by close of business the following day.

The CM/ECF system will prompt filing users when a fee is due (yes or no). Unless you have received authorization to pay by alternate method always select yes.

Please note that permission to pay fees by means other than credit card when filing electronically is limited to extraordinary circumstances and is the exception rather than the rule.

## **Miscellaneous Tips**

When filing a petition (opening a new bankruptcy case), do not change the fee amount displayed unless you will be filing an Application to Pay the Filing Fee in Installments. If you intend to file an Application to Pay the Filing Fee in Installments, change the dollar amount to the amount of the first installment payment, which must be an amount greater than zero.

## **Contact Information**

If you have any questions regarding this procedure, please contact the Court's financial administrator at (912) 650-4100. For technical problems, please contact the Court's Automation Department at (912) 650-4201.

*The Court appreciates your support and participation  
as we implement the CM/ECF program.*

*Please contact the Clerk's Office if you have any questions or need assistance.*